

WELCOME TO EMPLOYEE SELF-SERVICE

Payroll is now running in a new system which is part of the City's new Munis financial software. Beginning Friday, October 3rd, you can view your paycheck stub and payroll history on the new web site called **Employee Self-Services**. You will also be able to see your accrued leave (vacation, sick, personal, comp) balances. Other features in Employee Self-Service will be implemented over the next several months.

There are two ways to access the Employee Self-Service web site. Bookmark these sites on your web browser.

- At work, the web site access is at <http://13ttew1/mss> . This is for devices connected to the City network.
- From home, the web site access is <https://selfserve.wl.in.gov/mss> This is for devices not connected to the City network.

If you are new to Employee Self-Service, you will receive an email with a link to Employee Self-Service with login instructions. (If you have already logged in, you are all set.) Your user name is your employee number followed by your first initial and last name. Your password is the last four digits of you social security number.

EXAMPLE

Employee # 1234	JOHN SMITH	Social Security XXX-XX-9876
User ID is <u>1234JSMITH</u>	[not case sensitive]	Temporary Password is <u>9876</u> .

You will be asked to change your password when you login. Please make your new password 6 or more characters. You will be locked out after 4 failed logins. Contact Nicole Stocks (775-5158) or Heather Kidwell (775-5157) for login assistance or email: nstocks@wl.in.gov, hkidwell@wl.in.gov or clerk@wl.in.gov.

Calculation of payroll is highly accurate in Munis and is carried to 4 decimal places, or one hundredth of a cent. In our old system, calculations were rounded to 2 decimal places, or one cent. You may notice some minor calculation differences in taxes and hourly rates. The new system is using the same rules for calculating overtime, comp time, and other special pay that are in use now. These calculations are being done in the system not manually outside the system.

Employees who have a Life Insurance Fringe Benefit will see one change. This taxable fringe benefit is allocated in every paycheck rather than being allocated once a year. Your taxable compensation is increased by this taxable fringe benefit.

Year-To-Date Totals for compensation and deductions from our old payroll system have not yet been loaded into the new payroll system. This will be completed over the next month. Your access to the EZStub web site which was used in our old payroll system will continue. At year end, you will have all 2014 totals available through Employee Self-Service.

Please let us know right away if you have any problems with login.